



SATERN

System for Administration, Training, and Educational Resources for NASA

Training Guide for MSFC Contract Employees





Introduction

SATERN - the System for Administration Training and Educational Resources for NASA – is NASA's new Learning Management System (LMS) that offers web-based access to training information and career development.

SATERN is an approved e-Government initiative supporting the President's Management Agenda. It is expected to improve Agency services and reduce costs through the effective management of training activities and the consolidation of three learning management systems (SOLAR, AdminSTAR and NORS) into a single, integrated system.

SATERN will improve consistency and efficiency in training operations through the implementation of standard training processes and online access to consolidated training data.

SATERN provides employees a "one-stop" approach to managing NASA training activities. Through SATERN, employees will be able to:

- Easily identify required training
- Launch available online courses
- Search course catalogs for training opportunities
- Review your training history
- Generate personalized training reports

The first sections of this Training Guide will provide you with step-by-step information that will help you to understand the Learner functions within SATERN - knowing and working SATERN for your own personal training and development needs. The last Training Guide section will provide detailed information that will enable you to efficiently complete your responsibilities as Training Coordinator for your MSFC organization.

<https://satern.nasa.gov>



Points of Contact for SATERN

For more information:

<https://saterninfo.nasa.gov>

**Office of Human Capital (OHC)
website:**

<http://ohc.msfc.nasa.gov/>

SATERN Help Desk:

1-877-NSSC123

1-877-677-2123

nasa-saturn.support@nasa.gov

**Support Hours Monday - Friday
8 a.m. - 8 p.m. Eastern**



SATERN Overview

➤ Why is NASA Implementing SATERN?

SATERN offers NASA:

- An *e-Training* solution to improve Agency services
- Simple access and improved functionality
- Improved consistency and efficiency in training operations

➤ When will SATERN be Implemented?

SATERN will continue to be implemented in phases:

- **May, 2006** - NASA integrated its three Agency-wide systems
- **July 5, 2006** (*on or about*) - SATERN available to MSFC employees
- Online self-registration for onsite courses begins
- Begin submitting the NASA Form-1735 in SATERN for external training (*conferences, academic courses, etc.*)
- NSSC takes over external training administration
- Future phases will bring new functions: *Career planning, Individual development planning, Competency management...and more*

➤ Who is Facilitating Implementation of SATERN?

- Implementation of SATERN is a joint effort between the NASA Offices of Human Capital Management (OHCM) and Office of Chief Information Officer (OCIO)
- The Full SATERN Implementation Team has been represented by each Center Training Office and SOLAR Discipline representatives in addition to the OHC and OCIO representatives
- Plateau is the vendor that provided the commercial-off-the-shelf (COTS) software for SATERN and customized it for NASA's needs. The company is a key provider of LMS for Federal Agencies (e.g., ATF, IRS, USDA)



➤What Will SATERN do for Employees?

SATERN provides employees a “one-stop” approach to managing NASA training activities. Through SATERN employees will be able to:

- Launch online courses
- Search course catalogs for training opportunities
- Submit training registration requests
- Generate personalized training reports
- Receive email reminders on scheduled training
- Check the status of enrollment

➤What Will Employees do Differently?

In SATERN employees will:

- Register for onsite training and online courses
 - *Note: Does not include e-Learning courses offered through the Self-Study Learning Center*
- Submit NASA Form 1735 electronically for external training requests
- Monitor status of training requests

➤What Will Contract Employees do Differently?

Contract employees registering for onsite courses will:

- Receive status email notifications from SATERN
However, they will:
- NOT be officially registered for training until MSFC’s Training Office confirms there is space available in the course

➤What Will SATERN do for Supervisors?

SATERN provides supervisors the ability to:

- Approve training registration requests
- Assign training to their employees
- Generate employee training reports
- Manage employee training requirements



➤What Will Supervisors do Differently?

- Assign Items (courses) to individuals or a group within their organization
- View progress of their team's training plans
- Run employee reports

Primary responsibility:

- Review and approve/deny all training requests for their employees

➤What Will MSFC Training Coordinators do Differently?

- Ensure all required training information is included and correct on submitted NASA Form 1735
- Determine if pending requests require training funds
 - Funds required? *Contact Org. Allocation POC*
Funds available. *Approve request*
No funds. *Deny request* (Note in 'Comments' section)
- Approve/Deny requests in SATERN

➤How is SATERN Related to the NASA Shared Services Center?

- The NASA Shared Services Center (NSSC) and SATERN are both efforts that NASA is undertaking to streamline Agency-wide processes and reduce costs
- Both initiatives are coordinating efforts to make the transition of training support seamless for NASA employees
- The NSSC will use SATERN to provide centralized and timely training support to Centers as training functions transition in phases from Center Training Offices to the NSSC

Note: See Appendix for more information on the NSSC.



Terminology

Item: A course

Learning Event: A specific course (Item) in which you participated, completed, or attempted to complete

Curriculum: A group of courses (Items) that can be assigned to you and has its completion status tracked as a group

Scheduled Offering: A course (Item) with a scheduled date/time

Learning Plan: A list of learning activities (Items) a learner has expressed interest in or Items that have been assigned to a learner by a supervisor, administrator, etc; Items have a target deadline for completion

Individual Development Plan: A planning tool used jointly by employees and supervisors for addressing individual goals, center goals, and future career opportunities

Registration Status: Enrolled, waitlist, pending (awaiting approval) and cancelled

External Training: Training offered from outside MSFC sources requiring registration (i.e. academic studies, conferences, offsite courses).

Learning History: A record of all courses (Items) that you have completed successfully, includes courses (Items) that you did not complete successfully

Logging into SATERN

1. Open your Internet Browser and go to:

<https://satern.nasa.gov>

A welcome screen appears, as shown below.

Welcome

This is a U.S. Government Computer.

This system is for the use of authorized users only.

By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

Attention all users running Mozilla® on Macintosh: Portions of this site may not function properly with your browser. To ensure maximal functionality, please download the following plugin [JavaEmbeddingPlugin 0.9.4](#).

To learn more about SATERN and its many features, please look over the [SATERN tutorial](#).

For assistance, contact the HELP DESK at 1-866-419-6297 or NASA-satern.support@nasa.gov.

USER NAME

PASSWORD

To Log In

1. Enter your User Name and Password.
2. Click on "Login" to proceed to the main window.

Former SOLAR Users (Civil Servants or Contractors)

If you are a former SOLAR user, and this is your first time to login to SATERN, [click here](#) to receive your initial password via email.

New Civil Servants

If you are new to NASA, call the SATERN Help Desk at 866-419-6297 or send an e-mail to nasa-satern.support@nasa.gov to receive your login information.

New Contractors or Contractors without SOLAR IDs

[Click here](#) to register for a new account.

What if I forgot my password?

If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your e-mail account to retrieve your password.

2. Enter your **User Name** and **Password** into the appropriate text boxes on the right-hand side of the page.

Note: *The User Name and Password are case-sensitive. Be careful not to include any spaces before or after because spaces are counted as characters.*

➤What if My Account Is Locked?

If you enter the wrong login information at least 3 times, SATERN will lock your account. If the following message appears on the login screen, your account has been locked.

Validation Error

- Your login attempts have exceeded that set by the system. So your account has been locked. Please contact the system administrator to reactivate your login.

Contact the **SATERN** Help Desk at **1-877-677-2123** to unlock your account.

For SOLAR Users Transitioning to SATERN

➤What is my SATERN User Name?

If you are a Contractor, your **SATERN** User Name is your **SOLAR** user name with an upper-cased C and a hyphen (**C-**) in front of it.

User Name examples:

FULL NAME	SOLAR USER NAME	SATERN USER NAME
Jane D. Nasa (Contractor)	jdnasa	C-jdnasa

➤What is my SATERN Password?

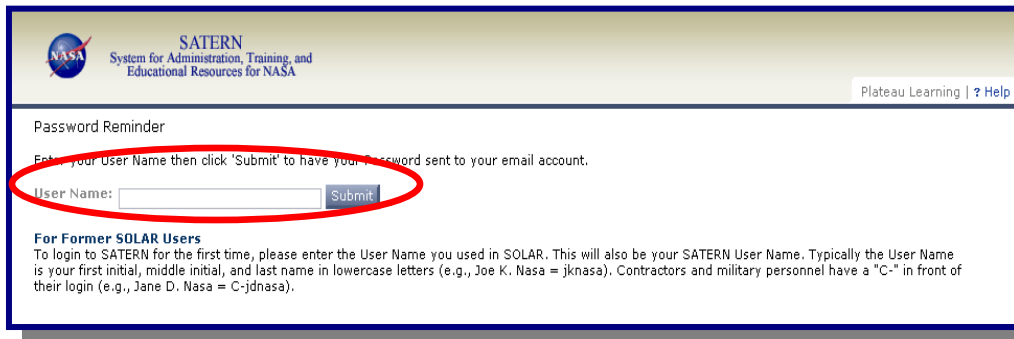
1. Click on the [Click Here](#) link under, “**Former SOLAR Users (Civil Servants or Contractors)**”.

The screenshot shows the SATERN login interface. On the left, there's a 'Welcome' message and a disclaimer. On the right, there's a login form with 'USER NAME' and 'PASSWORD' fields, and a 'Login' button. Below the form, the 'To Log In' instructions are listed. A red circle highlights the link 'Former SOLAR Users (Civil Servants or Contractors)' in the instructions.

2. Enter your **SATERN** (SOLAR) User Name, as mentioned above.

3. Click **Submit**.

Note: A temporary password will be sent to you via email with the subject, Your **SATERN** login.



For Former SOLAR Users
To login to SATERN for the first time, please enter the User Name you used in SOLAR. This will also be your SATERN User Name. Typically the User Name is your first initial, middle initial, and last name in lowercase letters (e.g., Joe K. Nasa = jknasa). Contractors and military personnel have a "C-" in front of their login (e.g., Jane D. Nasa = C-jdnasa).

4. Using your temporary password, login to **SATERN**.

5. You will be prompted to change your password compliant with the password rules.

6. After successfully changing your password, you will be able to login to **SATERN** with your new **SATERN** password.

For New Contractors or Contractors Without SOLAR IDs

➤ What is my SATERN User Name and Password?

If you do not have a SOLAR ID, you will need to request a new account in **SATERN**.

Note: Do not request a new account in **SATERN** if you already have a SOLAR ID. This will result in the creation of a duplicate record.

1: From the **SATERN** Login page, click on the **Click Here** link under “**New Contractors or Contractors without SOLAR IDs**”.

Welcome

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By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

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USER NAME

PASSWORD

Login

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New Contractors or Contractors without SOLAR IDs

[Click here](#) to register for a new account.

What if I forgot my password?

If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your e-mail account to retrieve your password.

2. Complete all required fields (*fields with an **).

Create New Account

NASA POC is required ONLY if your email address is Non-NASA (xxx@NASA.gov)

* Learner ID: 85

* Password:

* Re-Enter Password:

* First Name:

* Last Name:

Middle Initial:

* Email Address:

* Your Center Location:

* NASA POC Name:

* POC Email Address:

* POC Phone Number:

Country:

Telephone:

Submit **Reset**

3. Click **Submit**.

*Note: You will receive two separate emails, one with your **User Name**, and one with your **Password**.*

4. You are now able to login to **SATERN**.

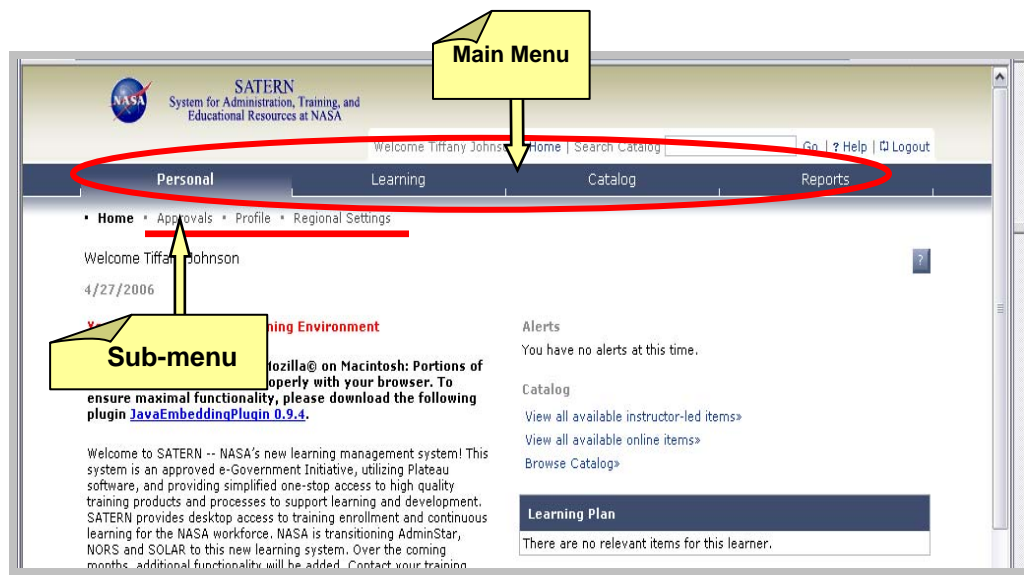
Navigating in SATERN

Menus for **SATERN** functions can be found across the top of your personal **SATERN** Home Page screen. There are four Main Menu tabs:

- **Personal** - Edit your personal information (i.e. change your supervisor, password, etc.)
- **Learning** – Enroll in courses, view your learning plan
- **Catalog** - Find available courses through various search functions
- **Reports** – Print your Learning History, employee information, etc.

To navigate through the **SATERN** system:

1. Click on a **Main Menu** option to open the submenu.
2. Click on a **Submenu** option to open the section with its associated functions.



*Note: Do **NOT** use your browser's 'Back' button to return to a previous screen.*

➤ How Do I Find Help in SATERN?

Two kinds of help within SATERN:

1. **General Help** - contains helpful information on every area of SATERN

You can use this **General Help** function in four ways:

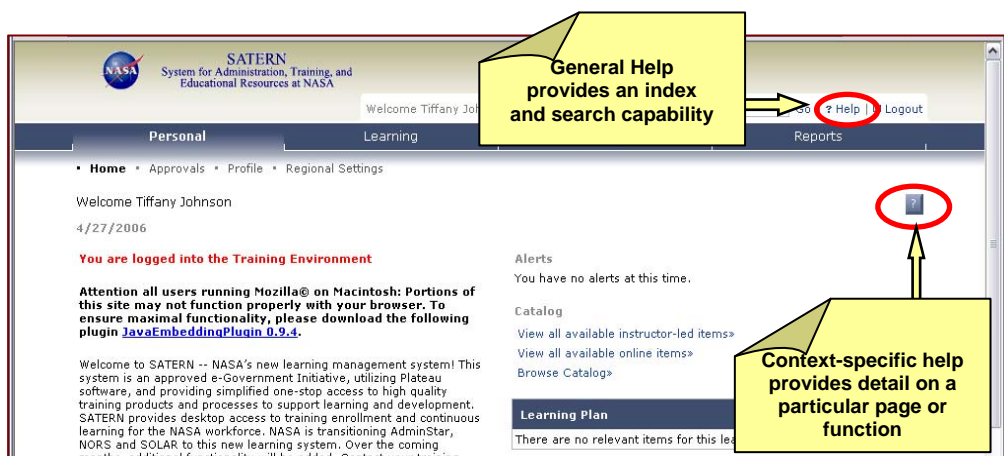
- **Contents:** Click on the topic pertaining to your question
- **Index:** Keyword search using pre-existing keywords
- **Search:** Open search
- **Glossary:** Definitions for keywords and functions

Click **Help** above the Main Menu.

2. **Context-Specific Help** - provides details on a particular page

Click on the **question mark** button.

*Note: **SATERN Help Desk** can also provide for assistance.
Call: 1-877-677-2123.*





Registering for Training:

➤ How Do I Search for Available Training Courses?

SATERN provides you several ways to find available Items (courses). You can browse the SATERN Catalog by subject area; by a monthly calendar function; by simple keywords from Titles or descriptions; or by an advanced search which allows you to search by specific fields.

If you leave the “keywords” field blank, SATERN will pull up all Items (or courses) in its Catalog. Narrow your search by choosing whether you are looking for an “**Instructor-Led**,” an “**Online**” course or select “**Other**” if you are looking for courses from outside sources, such as a book or video.

1. Select **Catalog** from the Main Menu on the Home Page.
2. From the submenu, select one of the following, and enter appropriate criteria:

- [Browse Catalog](#) - assists you in viewing available training by subject area.

Note: Also available from the Home Page.

- [Calendar of Offerings](#) – view scheduled training in a calendar format

*Note: To change the view of the calendar, click between the **MONTH**, **DAY**, and **YEAR** links.*

- [Simple Catalog Search](#) - Use keyword to search title and description fields
 - a. Check one or more of the learning types – **Instructor-led**, **Online** or **Other**.
 - b. Click **Search**.
- [Advanced Catalog Search](#) - Search by specific fields.

➤ How Do I Get Details about a Learning Activity in the Catalog?

From the Search Results screen, click the name of the **Item** under the **Title Heading**.

Onsite Training

➤ How Do I Register for Onsite Training in SATERN?

You can register for training courses in SATERN through: a **Catalog** search, the **Calendar of Offerings**, or by using the **Learning Plan**.

Use the **Simple** or **Advanced** Search function to locate available course Items in SATERN. Based on your search criteria, SATERN will bring up a list of Items (courses).

If an Item title has a “▶” next to it, then it has a scheduled date/time in which you can enroll.

A: Registration from a Catalog Search

1. Click **Catalog**, then **Simple Catalog Search** from the menus.

Welcome Tiffany Johnson | Home | Search | Catalog | Go | ? Help | Logout

Personal Learning **Catalog** Reports

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Search Results

Enter Keywords to search the Item Title and the Item Description fields.

Keywords: COTR ☒ Exact Phrase

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

Title	Type	Price (\$)	Status	Action
▶ CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (C.O.T.R.) *		--	--	<input type="button" value="Add to Learning Plan"/>

2. Enter keywords for the Item in the search field.
3. Check **Instructor-Led**, **Online** or **Other**.
4. Select **Offerings** from the search options. Enter other specific criteria as needed, such as Facility and date range.
5. Click **Search**.
6. Locate the Item for which you want to register and click on “▶” next to Item title to display the list of **Scheduled Offerings**.

*Note: You can only self-register for a **scheduled offering** of a course. SATERN only schedules Instructor-led Items. Because Online Items are completely self-pace, there is no need to schedule these learning activities.*

7. Click **Register** in the **Action** column to enroll in the particular offering you wish to attend.

Search Results

Enter Keywords to search the Item Title and the Item Description fields.

Keywords: Retirement ☒ Exact Phrase

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

Search

Item	Type	Price (\$)	Status	Action
PRE-RETIREMENT PLANNING FOR CSRS EMPLOYEES *				Add to Learning Plan
Start Date/Time	Duration	Facility & Location	Price (\$)	Action
5/8/2006 08:30 AM CST	2 days	JSC Building 12 - Room 188		Register
7/10/2006 08:30 AM CST	2 days	JSC Building 12 - Room 188	0.00	Register

*Note: If the **Register** button does not show, then there are no scheduled offerings for that particular Item.*

8. Click on the **Start Date** and **Time** to view the **Segment Details**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

9. Click **Confirm**.

If approval is required for you to attend that particular Item, a warning screen will appear, and your course enrollment will stay in "**Pending**" status until your supervisor approves your request in SATERN.

If the course does not require an approval (and there is available seating), SATERN will register you in the course.

Note: Contractor training requests will remain in 'pending' status until after the registration deadline has passed. IF seats are still available in the course, Marshall's Training Office will approve the request.

B: Registration from the Calendar of Offerings

1. Click **Catalog** from the main menu.
2. Select **Calendar of Offerings** from the submenu.
3. Use the **Month Of** dropdown to view different months or click on the **Calendar Search** link to use a keyword search.



*Note: The **Subject Area** and the number of **Scheduled Offerings** scheduled for that day are displayed. Subject Areas may be color coded.*

4. Click on the **Subject Area**.
5. Click **Register**.
6. Click on the **Start Time** and **Date** to view the **Segment Details** of the **Scheduled Offering**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

7. Click **Confirm**.

C: Registration from the Learning Plan

1. From the main menu, click **Learning**, then **Learning Plan** from the submenu.
2. Click on the **Register** button for the Item for which you want to register.
3. Locate the **Scheduled Offering** for which you want to register.
4. Click **Register**.
5. Click **View Details** to view the exact times and locations for each **Segment** of the **Scheduled Offering**.

Note: Comments are optional. Use this field for comments for the instructor, such as special needs.

6. Click **Confirm**.

➤ What is Marshall's Approval Process for Onsite Training Requests?

Not all onsite training requires approval. For those that allow self-registration, you will simply select "**Register**" from the Catalog or your Learning Plan. However, for those onsite courses that require an approval to attend, there is a 2-step approval process.

1. When you submit a request in SATERN, the system notifies your supervisor by email. Your supervisor will login to SATERN to review and approve your training request.

Note: Notification emails include a link to the SATERN login page.

2. Once your supervisor submits his/her approval in SATERN, your request is forwarded to Marshall's Training Office for approval.

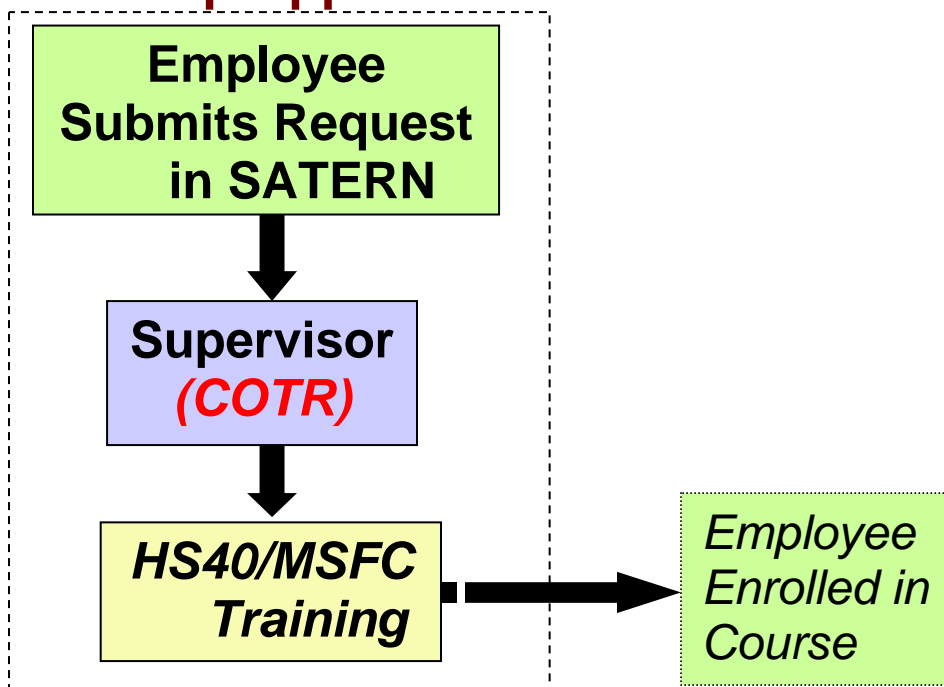
3. The Training Office ensures that your training request is appropriate to your Individual Development Plan (IDP) and/or career development, and then approves it in SATERN.

4. Upon approval by the Training Office, you are enrolled in the course.

*Note: SATERN will send you a confirmation email at each stage of the approval process, and when you are enrolled in the course. You can also verify that you are registered from your **Learning Plan**.*

Marshall's Approval Process for Onsite Training

2-Step Approval



➤ Who is My SATERN Approver?

The **Initial Approver** for your external training requests is typically your supervisor.

Note: For Contract Employees, your Initial Approver/Supervisor in SATERN will be your COTR.

➤ How Do I Verify that My Approver is Correct?

From the **Approval Submission** screen,

1. Click **Show All** for the **Initial Approval**.
2. If your Supervisor is correct, click **Submit**.

Approval Submission

Submit for Approval

[← Back](#)

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Initial Approval	JASON R NELSON; (Close view)
Training Coordinator	TRAINING COORDINATOR (Show All)
Training Office	TRAINING OFFICE (Show All)
NSSC Human Resources (SP)	NSSC HR (Show All)
NSSC Procurement (IG)	NSSC PROC (Show All)
NSSC Human Resources (SP)	NSSC HR (Show All)

Submit

➤ How Do I Update My Supervisor if it is Incorrect in SATERN?


From your SATERN personal Home Page:

1. Select **Personal**, then **Profile** from the menus.
2. Scroll to the **Supervisor** field.

3. Select the **arrow drop down** to bring up the Supervisor search screen.

Employee Type: Contractor

Employee Status:

Supervisor:  Pastorin, Natalie G




Hire Date:

4. Search for and select your correct Supervisor.
5. Click **Apply Changes**.

➤ How Do I Launch Online Content?

From the Catalog,

1. Click **Launch Content** in the **Action** column.
2. Click on the **Title** to launch training.

Catalog Search Results				
Title	Type	Price (\$)	Status	Action
Basic IT Security for 2006		0.00	--	Launch content Add to Learning Plan
IT Security for Systems Administrators		0.00	--	Launch content Add to Learning Plan
Risk Management		0.00	--	Launch content Add to Learning Plan

Note: When you launch from the Catalog, the online training is automatically added to your Learning Plan.

3. After you have completed the online learning, click **Return to the Content Structure**.
4. Click **Course Test** and complete the test for training credit.

Note: Once an online course is completed it is removed from your Learning Plan and placed in your Learning History. If you wish to, you may re-launch the online content from your Learning History.



Using Your Learning Plan

The SATERN **Learning Plan** is your Learning 'To Do' List – a list of learning activities that you have expressed interest in or that have been assigned to you to complete.

*Note: Your **Learning Plan** is different than your MSFC **Individual Development Plan (IDP)**. Your IDP contains short/long term career goals, rotations, and other objectives to assist you in planning and developing your career with NASA.*

Note: Continue to use Marshall's internal IDP system. Regular system updates will migrate your SATERN training Items to your Marshall IDP.

SATERN training **Items** can be added to your **Learning Plan** by you, your supervisor or by a SATERN administrator – such as an agency or Center-wide required courses for all employees.

From your **Learning Plan**, you can:

- View **Items** that you selected or were assigned to you along with the required completion dates
- View details of a **scheduled offering**
- Register or remove yourself from that particular course
- Launch **online content**

Once you've completed an **Item**, it moves from your **Learning Plan** to your **Learning History**. However, if it is a recurring course that you must take again at a later date (such as the annual IT Security), the **Item** will stay on your **Learning Plan** with a new completion date.

➤ How Do I Access My Learning Plan?

To access your **Learning Plan** in SATERN:

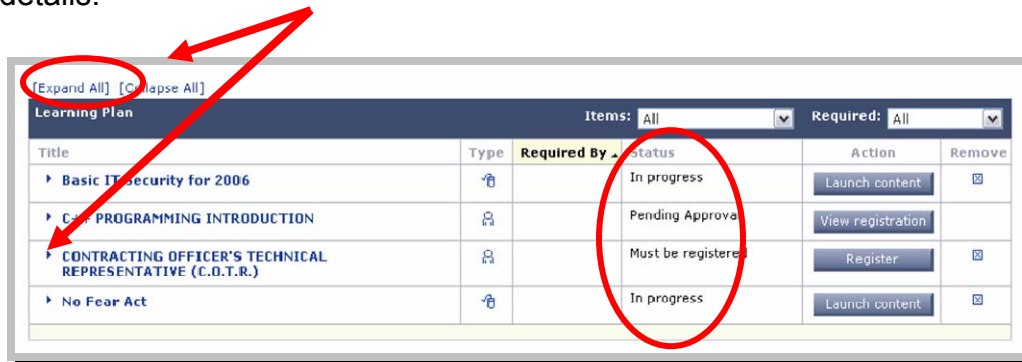
1. Login to your personal home page (<https://satern.nasa.gov>).
 2. Click **Go to Learning Plan** from the **Learning Plan Table** on the right-hand side of your SATERN personal home page
- or – Choose **Learning** from the main menu.

If you have Items assigned to you, your **Learning Plan Table** will list the **Title**, **Type** and **Required By** completion date for each Item.

➤ How Do I View Details about the Items on My Learning Plan?

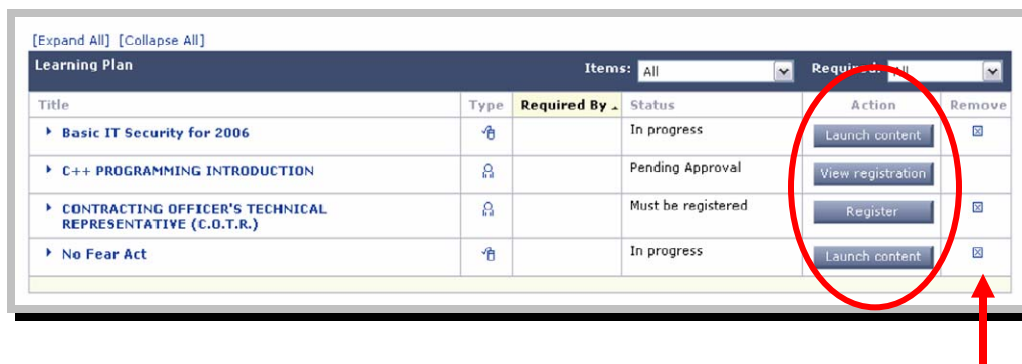
Once on your **Learning Plan** screen, you can view details about your assigned **Items**.

1. Click on **Expand All** or on the “▶” next to the Item title to see more details.



2. Check status of each **Item** in **Status** column - **Pending Approval**; **Must Be Registered**; or **In Progress** for online content.

3. Take **Action** on each particular **Item** from the **Action** column - View registration details of your request; **Register** for a course; or **Launch** online content.



NOTE: If **Register** is not an option in the **Action** column, there are no **scheduled offerings** available for self-registration.

4. To request that your desired learning activity by scheduled, select **Request Schedule**.

Notes:

5. To remove the **Item** from your **Learning Plan**, click the “**x**” in the **Remove** column next to the **Item** that you want to remove.

Note: When you make changes to your Learning Plan by adding, removing, or changing an Item, SATERN notifies both you and your Supervisor by email.

6. Click **OK** to confirm the removal.

➤ How Do I Add an Item to My Learning Plan?

1. Select **Catalog** from the main menu on your SATERN personal home page.
2. Choose a catalog search option from the submenu. You can browse the entire catalog, search by a calendar, do a simple or an advanced catalog search.
3. Enter keywords or Item information in the search fields.
4. From the search results page, click the “►” next to the Item title to view more details.

Welcome Tiffany Johnson | Home | Search Catalog | Go | ? Help | Logout

Personal Learning **Catalog** Reports

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Search Results

Enter keywords to search the Item Title and the Item Description fields.

Keywords: COTR ☒ Exact Phrase

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Title	Type	Price (\$)	Status	Action
▶ CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (C.O.T.R.) *	Icon	--	--	<input type="button" value="Add to Learning Plan"/>

5. Locate the Item of your choice.

6. Click **Add to Learning Plan** to add the Item.

Learning History and Reports

The Learning History is a list of learning activities that you have successfully completed or attempted to complete. It includes a record of the date and time of your attempt to complete the learning activity, the completion status, the Item ID and Title, and the instructor and grade (if applicable).

Your past training history was merged into SATERN in June 2006. You should be able to both view and print a report of your training history for all the onsite and external training courses that you have taken while employed with NASA.

You can also print a Certificate of Completion for any **Item** you successfully completed.

➤ How Do I View My Learning History?

1. Login to your personal home page (<https://satern.nasa.gov>).
2. Select **Learning** then **Learning History** from the menus.
3. View Item **Completion Date/Time** and **Status**.

Learning History			
Title	Completion Date ▾	Status	Action
Workplace Safety	Apr/11/2005 09:16 PM America/New York	Online Course Passed	Review Online Structure Print Completion Certificate
Building Access Policies and Proceedures	Apr/5/2005 02:38 PM America/New York	Read or Viewed	Print Completion Certificate
Emergency Evacuation	Mar/21/2005 02:37 PM	Completed	Print Completion Certificate

4. Click **Item** title to view training course description.
5. Choose desired **Action** – **Review Online Structure**; **Print Completion Certificate**, etc.



Running SATERN Reports

➤ How Do I Run Reports in SATERN?

SATERN provides standard reports for you including: Learning Plan, Learning History, and Item training requests.

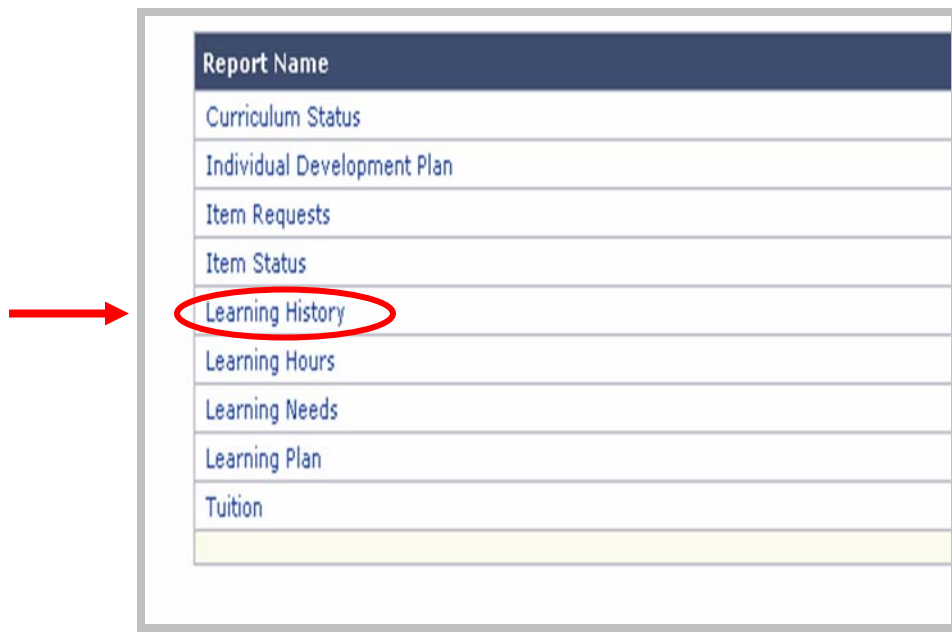
Note: All reports have the same options to describe how you want to run the report.

To run a SATERN report:

1. Login to your personal home page (<https://satern.nasa.gov>).
2. Select **Reports** from the main menu.



3. Click **Report Name** you wish to open.



Note: To run a training history report that includes courses taken prior to SATERN, select the **Combined History Report** option.

Notes:

4. Select report options for each area listed – **Report Format**, **Report Destination**, etc.

The screenshot shows a web form titled "Run Learner Learning Plan". It contains several input fields and radio button options. Two red arrows point to the "Browser" radio button under "Report Destination" and the "HTML" radio button under "Report Format". A red circle highlights the "Run Report" button at the bottom right.

Run Learner Learning Plan

Report Title:

Report Header:

Report Footer:

Report Destination: ☒ Browser ☐ Local File

Report Format: ☐ XML ☐ CSV ☒ HTML ☐ PDF

☒ Mask Learner IDs

☐ Page Break Between Records

Sort By: ☒ Item ☐ Required Date ☐ Assignment Type ☐ Curriculum

List By: ☒ All ☐ Needs ☐ Requirements

*Note: Reports default to HTML format. If you are importing the information to Excel, click **CSV** format.*

5. Click **Run Report**.